

**Goal: To assess the adequacy of satellite separate sanitary sewer systems in preventing SSOs**

To make this assessment, the following elements, at a minimum, will be examined:

**I. Collection System**

a) Describe collection system:

1. upstream contributors and downstream destination and provide a copy of any applicable intermunicipal agreement governing the conveyance of wastewater
2. separate
3. pump stations
4. age of system components / construction materials
5. pipe sizes and lengths throughout the system
6. status of system mapping (provide CD copy, if available)
7. # manholes

**II. Pump Stations**

- a) Capacity of each station
- b) Alarm status and emergency power generation at each station
- c) Provide annual, monthly, daily and peak flows for past two years (or equivalent information which demonstrates that the pumping stations are being operated without the occurrence of SSO discharges.)

**III. Flow Metering and Billing**

- a) Describe how flows are metered and provided flow data for the last year
- b) Describe how wastewater costs are billed and provide representative billing record(s)

**IV. SSO Discharges/ Spills** *(SSOs or Spills: any release, spill, or discharge of wastewater from or caused by a sewage collection system, and not private lateral, to public or private property (including basement backups) whether or not it reached a surface water.)*

- a) Does the municipality have written procedures for responding to and reporting sanitary sewer overflow or spills?
- b) If yes, provide a complete copy of these procedures.
- c) Has the municipality experienced any sanitary sewer overflows (SSOs) or spills in the past 5 years?
- d) If yes, please provide a complete inventory of SSOs and spills for the past 5 years. Please ensure that the following information is included in the inventory:
  - 1) Type of overflow/spill (i.e., SSO, basement backup, etc.)
  - 2) Date of overflow or spill
  - 3) Location
  - 4) Duration
  - 5) Volume
  - 6) Main cause and
  - 7) Receiving water.

**V. Residential Complaints**

- a) Has the municipality received any citizen complaints regarding the release of sewage into private residences or onto private property during the past 5 years?
- b) If yes, please provide a complete inventory of events by year and the cause of the overflows for the past 5 years.
- c) If no, please provide a summary of how citizen complaints would be managed if received.

**VI. Collection System Insurance**

- a) Is insurance maintained for the collection system?
- b) If so, provide a list of all insurance claims paid, as a result of SSOs or spills, to affected property owners for the past 5 years.
- c) If not, provide information on how residents are compensated for damages resulting from SSOs or spills?

## **VII. Capacity Issues**

- a) During the past 5 years, has the municipality experienced any capacity issues, force main failures, collection system cave-ins, pump station spills, or issues related to oil and grease?
- b) If yes, please provide a complete inventory of events by year including a description of the event that clearly denotes the cause of the event and the receiving water, if any.

## **VIII. Collection System Maintenance**

- a) Discuss and describe how excessive infiltration is minimized
- b) Discuss and describe how inflow is eliminated
- c) Local law prohibiting inflow
- d) Describe preventive maintenance (e.g., schedules, cleaning, root cutting, etc...) program and provide documentation
- e) Describe corrective maintenance program and provide documentation
- f) Sewer breaks
- g) Sewer backups
- h) Known trouble spots
- i) Cleaning
  - 1. What percentage of the sewer is cleaned annually?
  - 2. At what frequency is the entire system cleaned (e.g., once every 3 years)?
  - 3. Is Closed-circuit Television (CCTV) equipment used to inspect the sanitary sewer system?  
If yes, what percentage of the system is inspected on an annual basis?
  - 4. Does the City have a Fats, Oils, and Grease (FOG) Program?  
If yes, please attach a summary of program.

## **IX. Enforcement Order(s)**

- a) Provide copy of all current State enforcement orders which address SSOs

## **X. Municipal Separate Stormwater Sewer System (MS4)**

- a) Does your municipality currently have a Stormwater Management Program for detecting and eliminating illicit discharges (Illicit Discharge Detection and Elimination program (IDDE program))?
- b) If so, what is the date of your final IDDE plan, and what are the procedures for identifying, locating, and documenting cross connections between the sanitary and storm water collection systems.
- c) Does the municipality have an ordinance to prohibit illicit discharges and dumping to the MS4? If so, what exclusions are included in this ordinance?
- d) What enforcement mechanisms are authorized in the event of an illicit discharge being detected?
- e) Has an enforcement escalation plan to address illicit discharges been developed and implemented?
- f) Number of system catch basins

## **XI. Field Work**

Based on the assessment discussion, appropriate fieldwork may be conducted. Such fieldwork may include:

- a) Certain manholes and catch basins
- b) Locations at which collection system projects are underway
- c) Pump stations